

PASCOAG UTILITY DISTRICT - BOARD OF UTILITY COMMISSIONERS MINUTES

The regular meeting of the Pascoag Utility District Board of Utility Commissioners was held on Monday, May 20, 2013 at 6:00 pm in the District office, Pascoag 253 Pascoag Main Street, Pascoag, RI.

Members Present: Chairman Albert Palmisciano, Vice-Chair Ann Polacek, Commissioners Richard Jenks, Michael Kogut and Wallace Lees

Members Absent:

Also in Attendance: Michael Kirkwood, General Manager; William Bernstein, General Counsel

Chairman Palmisciano opened the meeting at 6:00 pm.

1. Pledge of Allegiance

2. Public Comment-there were no comments

3. Committee Comments-The Policy Subcommittee met to discuss the Employee Handbook and the Board's Ethics Policy.

4. Good and Welfare of the District

A. Docket No. 1725 Lees/Jenks

Ms. Round reviewed the customer shut off information. The average customer balance for terminated customers was \$383.08. Ms. Round stated that five residential customers were disconnected in the month of April. Pascoag Utility District sent out 249 disconnection notices. Motion to receive and file made by Mr. Lees, seconded by Mr. Jenks. The vote in favor was unanimous.

B. Exxon Mobil Settlement Fund

Ms. Allaire stated that payment #4 to Rockwood has been taken out of

the settlement account but that will be reimbursed through RICWFA. The CD for \$500,000 gets about \$300 per month in interest. Mr. Lees made a motion to receive and file, seconded by Mr. Kogut. The vote in favor was unanimous.

C. GNEF Luncheon

The GNEF luncheon will be held on Thursday, June 13, 2013 at the Radisson Hotel for any Commissioners who want to attend.

D. Hauser Field Lights

Mr. Kirkwood met with Jeff McCormick from DPW about the lights for Hauser Field to brainstorm ideas on how to lower their cost for the lighting. Back up generation, energy efficient lights and lighting studies were discussed.

E. Atlantic States WWA Conference

Mr. Kirkwood, Mr. Guertin, Mr. Lima and Mr. Piccardi attended the conference. The sessions were very informative. Mr. Kirkwood attended a session on relining water mains instead of replacing the water mains to save money but the process is just as effective.

F. SCADA System

Mr. Guertin stated that the office building and well #5 is online with the SCADA system and tomorrow Rock Ave tank will be online as well. It will give us full access to the water system.

G. Website Update & Software

Ms. Dolan updated the Board on the progress of the website and online billing software. The website and billing software should be functional by mid- June. Motion to receive and file made by Mr. Lees,

seconded by Mr. Jenks. The vote in favor was unanimous.

H. Senator John Chafee Outstanding Conservation Project Award
Pascoag Utility District was awarded the Conservation Project award
for the Conservation workshop series and Green Festival that takes
place annually.

I. Thank You

Motion to receive and file thank you note from Pastor Warren, made
by Mr. Lees, seconded by Mr. Jenks. The vote in favor was
unanimous.

5. Approval of Minutes

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Mr. Lees made a motion to approve the minutes as submitted,
seconded by Mr. Kogut. The vote in favor was unanimous.

6. Unfinished Business

A. 12-09 Tank Rehab Project

Mr. Kirkwood stated that Rock Ave tank is essentially complete. Staff
is in the process of filling it up again and will be running the bacteria
tests.

7. New Business

A. 13-11 Action Item: Approval of Audited Financial Statements

Mr. Lees made a motion to approve the audited financial statements,
seconded by Mr. Jenks. The vote in favor was unanimous.

B. 13-12 Action Item: Identity Theft Policy

Ms. Round updated the Identity Theft Policy. Mr. Lees made a motion
to approve the changes, seconded by Mr. Jenks. The vote in favor

was unanimous.

C. 13-13 Action Item: Board Ethics Policy

Mr. Palmisciano stated that the Board Ethics Policy was discussed earlier in the Policy Subcommittee and the Policy Subcommittee wanted to recommend it to the full Board. Mr. Lees made a motion to adopt it as presented, seconded by Mr. Kogut. The vote in favor was unanimous.

D. 13-14 Action Item: Approval of changes to Employee Handbook

The Policy Subcommittee met and discussed the changes to the Employee Handbook. The Policy Subcommittee recommended that the Board approve the changes. Mr. Kirkwood went through and cleaned up the handbook in regards to policies that were outdated and reworded various sections to avoid confusion.

Mr. Jenks made a motion to approve the changes of the employee handbook, seconded by Mr. Lees. The vote in favor was unanimous.

8. Financial Reports

A. Electric Department-not available

B. Water Department- March 2013

Mr. Kirkwood reviewed the Water Department financials. The Water Department is cash flow positive.

Motion to receive and file by Mr. Lees, seconded by Ms. Polacek. The vote in favor was unanimous.

9. Adjournment

Mr. Jenks wanted to alert everyone that a meeting is being held for the residents of South Main Street on the new housing project that is going in.

Motion to adjourn made by Mr. Lees, seconded by Mr. Kogut. The vote in favor was unanimous. The meeting was adjourned at 6:40 PM.

Wallace Lees, Secretary
Board of Utility Commissioners

Desarae Dolan, Recording Secretary